



P900 Special Postage Payment Systems

P950 Plant-Verified Drop Shipment (PVDS)

Summary P950 describes the purpose, program participation, liability, and Standard Mail and Package Services PVDS options.

1.0 DESCRIPTION

Purpose 1.1 Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer from the mailer's plant to destination post offices for USPS acceptance as mail. The mailings may be prepared for deposit at a destination entry rate, or they may be claimed at the applicable rates from the office of deposit. Periodicals PVDS must be presented for verification at authorized original or additional entry offices.

Function 1.2 Under PVDS:

- a. The mailer's product is verified for classification, rate eligibility, preparation, and presort by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin post office serving the mailer's plant.
- b. For Periodicals PVDS, the mailer must have a valid original or additional entry at each post office where Periodicals matter is presented for verification. Postage must be paid at the post office serving the mailer's plant, unless an alternative postage payment method is authorized, before the shipment is released for transportation to destination postal facilities at the mailer's expense on the mailer's own or contracted vehicle.
- c. For Standard Mail and Package Services PVDS, postage and fees are prepaid at the post office doing verifications as designated by the district manager. The shipment is then released for dispatch under postal seal and transported to destination postal facilities at the mailer's expense on the mailer's own or contracted vehicle.
- d. The shipment is deposited at the destination USPS facility, by the mailer or the mailer's agent, where it is verified and accepted as mail by USPS employees and released for processing.

Other 1.3 The following mailings must be verified, accepted, and paid for at the destination post office:

- a. Other destination entry Periodicals mailings not verified at the origin plant under PVDS or under the Centralized Postage Payment System (see [P200](#)). The destination office must be an authorized entry if mailings are submitted there for postal verification.
- b. Other destination entry Standard Mail and Package Services mailings not verified and paid for at the origin plant or origin post office under PVDS.

Dates 1.4 The date shown by the mailer and the post office round stamp on a postage statement and PS Form 8125 (or PS Form 8125-C) prepared for a PVDS mailing do not necessarily represent the date that the USPS accepts the drop shipment as mail. The postage statement may be submitted before or at the time a shipment is presented to the origin post office DMU or BMEU. The date in the mailer part of the postage statement represents the date the postage statement is presented to

the origin office. The post office round stamp date on the postage statement and PS Form 8125 or 8125-C represents the date that the origin post office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination entry post office.

2.0 PROGRAM PARTICIPATION

Mailer Responsibility

2.1

A mailer participating in PVDS must comply with [P950](#). If the mailer does not meet these requirements, the mailer may be prohibited from participating in PVDS by the local postmaster. Any mailer denied a request for PVDS may file an appeal under [G020](#).

Verification at Mailer's Plant

2.2

Before PVDS verification can be done at the mailer's plant, the mailer must have either a USPS plant load authorization for that plant or a postage payment agreement with the USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. The work area must be approved by the USPS. If the mailer does not have a plant load agreement and/or postage payment agreement that establishes a DMU, the mailer may submit a letter to the postmaster serving that plant to request PVDS verification at that plant. The postmaster may agree to the mailer's request to verify PVDS shipments at that plant on an as-needed basis if an approved DMU is established and staffing needs can be met.

Verification at Origin BMEU

2.3

The postmaster may allow a mailer to have PVDS verified at the origin business mail entry unit (BMEU) under these conditions:

- a. There is no detached mail unit (DMU) at the mailer's plant.
- b. The mailer is in the service area of the post office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.
- c. Each vehicle contains only one mailer's shipment(s), each physically separated.
- d. A completed original postage statement accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- e. If an alternate method of paying postage with permit imprint is used for Standard Mail or Package Services matter, an original postage statement and required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- f. The PVDS can be physically verified at the origin post office. The material to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be done without destroying the physical integrity of the shipment.
- g. The BMEU has enough space and staff to handle verification, and scales to calculate per piece and gross weights are available. If the post office serving the mailer's plant lacks these resources, another postal facility may be designated by the district manager.
- h. When mailings under PVDS are verified at the origin BMEU, the mailer must transport all shipments to the post office, unload them for verification, and reload the shipments cleared for dispatch onto the mailer's transportation to the destination entry post offices.



- Periodicals**
2.4 The publisher must pay postage for Periodicals PVDS matter at the post office verifying the copies or as designated by the district. The publisher must ensure that enough funds are on deposit in the appropriate advance deposit accounts to pay for all shipments before their release. (A publisher authorized under an alternative postage payment system must pay postage under corresponding standards.) The publisher must be authorized original or additional entry at each post office where Periodicals PVDS matter is presented for postal verification.
- Standard Mail and Package Services**
2.5 The mailer must pay postage for Standard Mail and Package Services PVDS mailings at either the post office serving the mailer's plant or the post office that does BMEU verification of mailings, as designated by the district. If permit imprints are used, the mailer must ensure that enough funds are on deposit in the proper advance deposit accounts to pay for all shipments before their release. The mailer must pay all applicable fees and keep all applicable permits and authorizations at the post office where verification and payment occur. No permits or fees are required at the destination entry post offices where PVDS mailings are deposited.
- Postage Statement—Periodicals**
2.6 For Periodicals, the mailer must produce a postage statement for each edition of each issue of each publication prepared for deposit at each destination entry post office. The mailer must submit this statement when the corresponding copies are presented to the DMU for postal verification. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.
- Postage Statement—Standard Mail**
2.7 At the time Standard Mail mailings are presented for verification, the mailer must submit a consolidated postage statement register on the proper edition of Form 3602 (consolidated) for all PVDS mailings presented for verification at the mailer's DMU or the post office BMEU serving the mailer's plant. The mailer must list the required information on Form 3602 (consolidated) for each mailing to be deposited at each destination entry point rather than providing a separate postage statement for each mailing.
- Postage Statement—Package Services**
2.8 For Package Services, the mailer must produce and submit a postage statement for each mailing destined for each destination entry post office, at the time the mail is presented for verification and postage payment. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.
- Facsimile Postage Statements**
2.9 Facsimile postage statements may be computer-generated and submitted (in lieu of the USPS form) if the facsimile contains all the information on the USPS form in the same relative location. The facsimile statement must be approved in advance by the origin office postmaster.
- Form 8125 and Form 8125-C**
2.10 The mailer must submit to the DMU a completed Form 8125 or 8125-C for each shipment deposited at a destination entry post office. The form must be signed and dated by the DMU and accompany each PVDS to the destination post office. The form must be submitted in duplicate, or in triplicate if the mailer desires a signed and dated copy returned to its representative when depositing the mail at the destination entry postal facility. A copy of Form 8125 or 8125-C is not required for PVDS sent to destination post offices by Express Mail or Priority Mail drop shipment. Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination postal facility. Form 8125-C, available on the U. S. Postal Service Web site (www.usps.com), provides a standardized format for reporting multiple PVDS mailings that are prepared by an individual mailer and that



are cleared at origin on the same day for entry at a single destination postal facility on the same vehicle.

**Facsimile Forms 8125
and 8125-C**
2.11

Facsimile Forms 8125 may be computer-generated and used in lieu of the USPS Form 8125 if the facsimile contains all required information on the USPS form, including the correct form title (preceded by the word “facsimile”) and form date, in the same relative location. All Forms 8125-C must be computer-generated facsimiles. The facsimile formats must be approved in advance by the district manager of Business Mail Entry or designee. The mailer may omit fields for rates or preparation methods that are not included in the mailing(s) reported on the form. On facsimile Forms 8125-C, the mailer may omit the “Number of Pieces” and “Piece Weight” columns for mailings prepared in sacks or trays or on pallets, if there is sufficient information on the Form 8125-C to allow the origin post office and destination entry postal facility to identify the mailings reported and to compare the information on the form with the physical mail. The mailer must report the number of pieces in each mailing on Form 8125-C if the mailings consist of individual mailpieces that are not prepared in containers (e.g., bedloaded parcels). For mailings consisting of identical weight pieces, mailers should report the piece weight where possible.

**Mailer Transport of
PVDS**
2.12

Using any means of transportation, including Express Mail or Priority Mail drop shipment, the mailer must transport PVDS mailings from the origin plant to the destination postal facility or facilities. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. For Standard Mail and Package Services PVDS, the mailer must meet the scheduling standards for mail deposit at destination entry postal facilities. If a vehicle contains mail paid at the Parcel Post destination entry rates, the applicable standards for scheduling of deposits and unloading of vehicles apply to any other mail on the same vehicle for the same destination facility. Any material classified as hazardous under [C023](#) may not be carried in the same vehicle as PVDS mailings.

**Separation of PVDS
Mailings**
2.13

When a vehicle contains more than one PVDS for a single destination facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125 and 8125-C. When a vehicle contains shipments for multiple destination facilities, the shipment for each destination must be physically separated. Where applicable, a single Form 8125 that identifies all the mail for a single facility must be prepared for a shipment of copalletized or combined mailings.

3.0 LIABILITY

The mailer assumes all responsibility and liability for any loss or damage to PVDS shipments before they are deposited and accepted as mail at destination entry postal facilities, even if a third party transports those mailings.

4.0 POSTAGE

Periodicals
4.1

Postage for Periodicals PVDS must be paid as described in [2.4](#). Advertising postage is zoned from the destination postal facility where deposited and accepted as mail (or from the postal facility where the Express Mail or Priority Mail drop shipment destinates).

Standard Mail
4.2

Postage for Standard Mail PVDS must be paid with precanceled or meter stamps or with a permit imprint under the applicable authorization at the post office serving the mailer’s location.



Package Services
4.3 Postage for Package Services PVDS must be paid with meter stamps or with a permit imprint under the applicable authorization at the post office serving the mailer's location. Postage for DBMC mailings is computed from the BMC parent post office. Postage for DSCF and DDU mailings is calculated from the destination postal facility where deposited and accepted as mail (or from the postal facility where the Express Mail or Priority Mail drop shipment destinates).

Postage Refund
4.4 The USPS does not refund postage for any failure to provide service caused by any event that occurs before the shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility, except under [P014](#).

5.0 STANDARD MAIL PVDS OPTION

Same Day
5.1 All mailings or segments of the same job submitted for verification and release on the same day under PVDS must be reported on a single Form 3602 (consolidated) or on computer media under the Multiple Entry Postage Payment System (MEPPS) option.

Advance Deposit Account
5.2 For permit imprint mailings, postage is normally debited from a mailer's advance deposit account using the information on the individual postage statements. This requirement can be met by submitting individual statements on a computer disk under MEPPS, a Form 3602 (consolidated), or a mailer-produced facsimile of the form.

Documentation
5.3 Under the payment option in [5.0](#), the mailer must submit:

- a. A Form 3602 (consolidated) rather than individual postage statements. The front of the form serves as the register of individual mailings. The consolidated volumes, weights, and postage figures for each rate category required to be entered on the reverse of the form serve as the consolidated statement for data entry. The consolidated information is used to debit the mailer's account for permit imprint mailings or to enter data on postage-affixed mailings into USPS accounting systems.
- b. A separate Form 8125 for each mailing listed on the consolidated postage statement. Each mailing must be identified with a unique statement number (e.g., the Julian date and a sequential three-digit suffix) on the register and the corresponding Form 8125. A Form 8125-C may be submitted for multiple mailings for the same destination facility reported on a single consolidated postage statement under [2.0](#).
- c. A separate consolidated postage statement showing the mailing post office as the same office as post office of PVDS origin for multiple consolidated postage statements for that portion of a job accepted by the local verifying office under a standard plant load arrangement. Plant load mailings are not to be considered PVDS and are not reported on Form 8125.
- d. All consolidated postage statements and Forms 8125 or 8125-C to the DMU or the BMEU at the time the first mailing identified on the consolidated postage statement register is presented for verification.

Form 3602
5.4 Data on Form 3602 (consolidated) are computed under [P013](#). The individual piece/pound entries for each rate category claimed on the front of the form must be consolidated by rate category. These total piece/pound counts for each rate category are then entered on the reverse of the form, which serves as the consolidated postage statement. No multiplication is required of the mailer on the reverse of Form 3602 (consolidated). The "Total Pieces," "Total Weight," and "Total Postage" fields for each individual mailing listed must be totaled and added



to the totals of the same fields from any attached printout containing the same entries for additional statements. These totals are entered in the "Total All Postage Statements" field. The grand total postage charge on Form 3602 (consolidated) is the sum of the total postage charges of all individual postage statements as shown in the "Total All Postage Statements" entry plus any additional postage amount. This grand total is used to debit the mailer's advance deposit account for permit mailings or for data entry in USPS accounting systems for postage-affixed mailings. *Due to rounding on individual statement listed on the register, the calculation of postage based on consolidated Form 3602 (consolidated) does not necessarily equal the sum of the individual statements.*

**Postage Statement
Correction**
5.5

A change made to any individual postage statement on the register requires the mailer to correct the consolidated postage statement accordingly and document the correction. An updated Form 3602 (consolidated) signed and dated by the mailer must be submitted for proper debiting of the mailer's account.

Retention
5.6

The normal retention period for financial documents applies to Forms 3602 (consolidated) with Forms 8125 attached.

6.0 PACKAGE SERVICES PVDS OPTION

Request
6.1

An authorized PVDS mailer may request authorization to submit registers of postage statements and consolidated postage statements for all mailings to be drop shipped into more than one entry post office.

General Standards
6.2

Under this option, in addition to the individual postage statements required for each Package Services mailing, the mailer may be required to submit registers of postage statements and consolidated postage statements for presorted permit imprint PVDS mailings. A single, unique USPS mailing number must be on all related individual postage statements, register of postage statements listing these individual statements, and the associated consolidated postage statement. When a mailer is required to submit consolidated postage statements, the information on these statements is used to debit the mailer's account.

**Individual Postage
Statements**
6.3

The mailer must produce and submit a signed individual postage statement for each mailing for each destination entry post office when the mailing is presented for verification and postage payment. In addition to the information required on all individual postage statements, if the mailer is required to submit consolidated postage statements (for three or more entry post offices) for debiting of the advance deposit account, each individual postage statement must include a uniquely assigned postage statement sequence number that must not exceed nine digits. The numbers must be sequential within a job or mailing cycle for mailings verified, paid for, and cleared for dispatch on the same day. The statements must also include a unique USPS mailing number corresponding to the number on the related register of postage statements and consolidated postage statement.

**Postage Statement
Register**
6.4

A register of postage statements is a computer-generated line item listing of all individual postage statements for PVDS permit imprint mailings verified and released for dispatch on a single day from a job or mailing cycle. All postage statements on a register must be represented by a corresponding consolidated postage statement. The total postage charge on the register must be identical with



the total postage charge on the corresponding consolidated statement. This following information applies to each register:

- a. At the top of the first page of each register must appear the endorsement "Register of Postage Statements"; name and location of the mailing agent; date mailings are verified and cleared for dispatch; the permit imprint advance deposit account to be debited; the unique USPS mailing number corresponding to the number on related individual postage statements; and the related consolidated statement.
- b. Each line item must include (based on the individual postage statement on that line) the unique individual postage statement sequence number; destination post office of mailing; and, for that statement, total postage, weight, and number of pieces.
- c. The sum of the total postage charges must appear with total weight, and total pieces must be listed from each individual postage statement. The total postage charge on the register must match total postage charge on the related consolidated statement.
- d. If necessary, manual corrections may be made to the register of postage statements listing the data from any revised individual statement. These corrections must be documented by the DMU, and the corrected register must be signed and dated by both the mailer and the USPS representative approving the changes. The changes on the register must be reflected on the associated consolidated postage statement.

Submitting Register
6.5

The mailer must submit the register of postage statements to the DMU before or when presenting the first individual mailing on the register to the DMU for verification and dispatch.

Retention
6.6

The normal retention period for financial documents also applies to registers of postage statements.

Consolidated Postage Statement
6.7

The consolidated postage statement assembles data from the individual postage statements representing permit imprint mailings verified, paid for, and released for dispatch on a single day from a job or mailing cycle. The consolidated statements are used to debit the mailer's advance deposit account by the post office where that account is kept. The following information must be identical for each of the individual statements that are consolidated into a single postage statement:

- a. Postage statement date.
- b. Name and location of the mailing agent.
- c. Processing category.
- d. Permit imprint advance deposit account to be debited.
- e. Job or mailing cycle description.
- f. Unique USPS mailing number corresponding to the number on related individual postage statements.

USPS Format
6.8

The consolidated postage statement must be a computer-generated facsimile similar in format to the appropriate USPS postage statement. The mailer must sign and date the statement. Certain data elements not on the individual postage statements must be shown on the consolidated statement, including the range of unique individual statement sequence numbers, the number of individual statements represented, and the endorsement "Consolidated Postage Statement." Other data elements on individual statements, such as each post office of deposit



for drop shipment mailings, are not shown on the consolidated statement. Each individual statement must contain a USPS mailing number that corresponds to the USPS mailing number on the related consolidated statement.

Calculating Data

6.9

Each field on the consolidated postage statement represents the sum total of the numbers in that field from all the individual postage statements on the consolidated statement. The number in each field on the consolidated statement must be held to the same number of decimal places required on an individual statement. All fields containing data on the individual statements must be rolled up to the consolidated statement. The total postage charge on the consolidated statement must be the sum of the total postage charges for all subordinate individual statements. This total charge is used to debit the mailer's advance deposit account. *Due to rounding on individual statements, the sum of line item totals on the consolidated statement may not equal the total postage charges from all the individual statements.*

Submitting Statement

6.10

The mailer must submit the consolidated postage statement to the DMU at or before the time the last individual postage statement it represents is submitted to the DMU for the day's mailing.

**Postage Statement
Correction**

6.11

Changes made to individual postage statements may require the mailer to correct the consolidated postage statement to reflect the changes. Such corrections must be documented by the DMU, and a corrected consolidated postage statement, signed and dated by the mailer, must be submitted to the DMU for proper debiting of the mailer's account.

Retention

6.12

The normal retention period for financial documents applies to consolidated postage statements.